



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

JOB DESCRIPTION

PARALEGAL, COLLECTIONS AND BANKRUPTCY LITIGATION SECTION

Under the general supervision of the Section Chief of the Collections and Bankruptcy Litigation Section, processes incoming referrals; prepares documents and obtains relevant records for the defense of these cases; performs activities related to case management.

Duties:

- Assists in managing general collection cases for various state agencies under the direction of the Section Chief of the Collections and Bankruptcy Litigation Section.
- Prepares pleadings and correspondence for attorneys' review, communicates directly with state agencies, other law firms and courts on a regular basis; schedules progress of cases; sets hearings; maintains attorney's calendar, etc.
- Maintains pleading and correspondence log using the case management systems (Latitude, Time Matters and Outlook).
- Open files in both Latitude and Time Matters.
- Close and archive files in Latitude and Time Matters.
- Processes monies in Latitude that are distributed to various state agencies. Forwards checks or money orders to those agencies with a collection receipt to be signed and returned.
- Outsource collection files to outside collection agency, under the direction of the Section Chief, by using software program through Latitude.
- Other duties as assigned by the Section Chief or other attorneys in the Collections and Bankruptcy Litigation Section.

Skills:

- Paralegal degree or certificate strongly preferred
- Court procedures and policies, state and federal statutes; working knowledge of legal research methods, English usage and grammar, basic writing skills, spelling and vocabulary; word processing and computer equipment and software.
- Confidential legal information may not be disclosed.
- Regular computer use is required with ability to operate case and document tracking systems, word processing software, spreadsheet software, and e-mail software. Knowledge of electronic filing procedures for federal courts.
- Apply knowledge of law and legal procedures in drafting legal documents; organize work, plan and complete assignments under high volume of work and short term deadlines; coordinate processing of court actions with attorneys and support staff; prepare statistical reports; deal with confidential and privileged information; develop, design, and input word-processing and computer applications.